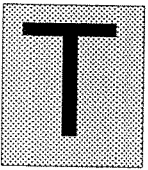




CHESTERFIELD COUNTY  
PLANNING DEPARTMENT  
CHESTERFIELD, VIRGINIA 23832  
(804) 748-1050  
www.chesterfield.gov/plan

FOR OFFICE USE ONLY

Rec'd by \_\_\_\_\_ Case No. \_\_\_\_\_  
Date Rec'd \_\_\_\_\_ Fee Amount \_\_\_\_\_  
Time Rec'd \_\_\_\_\_ Receipt No. \_\_\_\_\_  
Reviewed by \_\_\_\_\_ Anticip. Hearing Date \_\_\_\_\_



**TENTATIVE SUBDIVISION PLAT REVIEW APPLICATION**  
**COMPLETE THE FOLLOWING INFORMATION IN FULL**

***SUBDIVISION INFORMATION***

1. Subdivision Name: \_\_\_\_\_ Sub. ID. No.: \_\_\_\_\_  
Previous Name: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_  
Zoning Case No(s) \_\_\_\_\_  
General Location Description (Example: N/W Quadrant Hull St./Genito Rd.): \_\_\_\_\_
2. **Case Type**  
(Circle one and list any assigned case numbers):  
• Tentative - New  
• Tentative Renewal - Previous Case # \_\_\_\_\_  
• Tentative Substitute \_\_\_\_\_  
• Tentative Amended \_\_\_\_\_  
• Appeal of Case \_\_\_\_\_
3. **Copies of Plats Submitted:**  
• Tentative \_\_\_\_\_  
• Plat Reduction (8½" x 11") \_\_\_\_\_  
• Composite Plan 24" X 36" \_\_\_\_\_
4. **Development Type** (Circle One):  
• Single Family (S)  
• Townhouse for Sale (T)  
• Mixed Use (U)
5. **Reviewed and Approved By** (Circle One):  
• Director of Planning (A)  
• Planning Commission (C)
6. **Utilities** (Circle one of each)  
A) Water: • Public (P) • Well (W)  
B) Sewer: • Public (P) • On Site (S)
7. **Drainage** (Circle One):  
• Curb and Gutter (C) • Roadside Ditches (D)
8. **Statistical Summary:**  
A) No. of lots for approval \_\_\_\_\_  
B) No. of lots recorded \_\_\_\_\_  
C) Average lot size \_\_\_\_\_ sq. ft.  
D) Minimum lot size \_\_\_\_\_ sq. ft.  
E) Maximum lot size \_\_\_\_\_ sq. ft.  
F) Average lot width \_\_\_\_\_ ft.  
G) Minimum lot width \_\_\_\_\_ ft.  
H) Acreage in lots \_\_\_\_\_  
I) Acreage in roads \_\_\_\_\_  
J) Acreage in recreation/open space \_\_\_\_\_  
K) Total Acreage \_\_\_\_\_  
Comments: \_\_\_\_\_

***APPLICANT INFORMATION***

Applicant One: \_\_\_\_\_ Subdivider \_\_\_\_\_ Regist. No.: \_\_\_\_\_  
Applicant Two: \_\_\_\_\_ Preparer of Plat \_\_\_\_\_ Regist. No.: \_\_\_\_\_  
Additional Contact: \_\_\_\_\_ Regist. No.: \_\_\_\_\_

**10. SUBJECT PARCEL INFORMATION**  
THIS DATA SHOULD BE OBTAINED FROM THE  
COUNTY ASSESSOR'S OFFICE (THE ROSE BUILDING)

**SHADED AREA FOR OFFICE USE ONLY**

GPIN#		Partial Parcel	Land Use Taxation		Zoning Sheet	Census Tract	Traffic Zone	
		Y / N	Y / N					
Address (if one given)	Existing Zoning	Zoning Acreage	Conditions			Existing Land Use/Structures	Magisterial District	Plan Area N,S,E,W,C
			CU	PD	SE			

GPIN#		Partial Parcel	Land Use Taxation		Zoning Sheet	Census Tract	Traffic Zone	
		Y / N	Y / N					
Address (if one given)	Existing Zoning	Zoning Acreage	Conditions			Existing Land Use/Structures	Magisterial District	Plan Area N,S,E,W,C
			CU	PD	SE			

GPIN#		Partial Parcel	Land Use Taxation		Zoning Sheet	Census Tract	Traffic Zone	
		Y / N	Y / N					
Address (if one given)	Existing Zoning	Zoning Acreage	Conditions			Existing Land Use/Structures	Magisterial District	Plan Area N,S,E,W,C
			CU	PD	SE			

GPIN#		Partial Parcel	Land Use Taxation		Zoning Sheet	Census Tract	Traffic Zone	
		Y / N	Y / N					
Address (if one given)	Existing Zoning	Zoning Acreage	Conditions			Existing Land Use/Structures	Magisterial District	Plan Area N,S,E,W,C
			CU	PD	SE			

**INVESTIGATION WORKSHEET FOR  
GRAVES, MEMORIALS AND PLACES OF BURIAL**

I have investigated property located at \_\_\_\_\_  
(Street Address)

and described as \_\_\_\_\_ and \_\_\_\_\_ which is  
(Geographic Parcel Identification Number) (Tax Map Number)

undergoing either site plan or subdivision review by Chesterfield County and find that:

- \_\_\_\_\_ (a) Graves, objects or structures marking places of burial **exist** on the property.
- \_\_\_\_\_ (b) Graves, objects or structures marking places of burial **do not exist** on the property.

This information was verified by:

- \_\_\_\_\_ (a) Deed description
- \_\_\_\_\_ (b) Visual verification
- \_\_\_\_\_ (c) Soil borings
- \_\_\_\_\_ (d) \_\_\_\_\_

Any such feature has been identified on the proposed Site Plan or Subdivision Plan and generally is comprised by the following: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Phone number: \_\_\_\_\_

-----

**The following space is for use by the Historical Society:**

Verified by: \_\_\_\_\_ Phone number: \_\_\_\_\_

Date: \_\_\_\_\_ Fax number: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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If you have any questions regarding this form or the level of site investigation required, please telephone the Planning Department at (804) 748-1050 or contact by facsimile at (804) 717-6295.

## Tentative plat checklist

A check beside the following requirement indicates compliance. Every tentative plat must have complete information to be accepted.

An application for approval by the subdivider, shall accompany each submittal of a tentative, substitute, amended, or tentative renewal plat. The tentative plat has been drawn at a scale no greater than one inch equals fifty (50) feet or equivalent metric scale for townhouse for sale subdivisions; other subdivisions are drawn at a scale of one inch equals one hundred (100) feet or equivalent metric scale. Variations in scale may be made upon request at the discretion of the director of planning.

The plat shall show correctly the following information:

- \_\_\_\_\_ Name of subdivision if property is within an existing subdivision.
- \_\_\_\_\_ Proposed name which does not duplicate the name of any existing or tentatively approved subdivision or streets or commercial development.
- \_\_\_\_\_ Location and description of the property. Location of property by tax identification number(s) as designated on county property maps.

The following basic facts and proposals pertaining to the property are shown as general notes:

- \_\_\_\_\_ Size in acres or hectares, or, in square feet or square meters.
- \_\_\_\_\_ Existing zoning classification(s), applicable zoning cases number(s) of the property
- \_\_\_\_\_ Proffers and / or conditions of zoning and schematic plan conditions.
- \_\_\_\_\_ Number of lots proposed in subdivision.
- \_\_\_\_\_ Area of lots, streets and open space/ common space proposed: minimum, average and maximum lot size in square feet or square meters.
- \_\_\_\_\_ Proposed type of water and wastewater facilities.
- \_\_\_\_\_ Method of street stormwater conveyance.
- \_\_\_\_\_ Parcels or land intended to be dedicated, conveyed, or reserved for public use, and the conditions proposed for such disposal and use as specified.
- \_\_\_\_\_ Date, revision dates, and scale.
- \_\_\_\_\_ The name, mailing address, street address, phone number, and fax number and e-mail address if available of the owner(s), proposed owner(s) and the subdivider.
- \_\_\_\_\_ The method by which CBPA compliance is achieved.

The following basic facts and proposals pertaining to the property are graphically shown:

- \_\_\_\_\_ Graphic scale, NAD83 north arrow and vicinity map.
- \_\_\_\_\_ The length and bearing of the exterior boundaries of the subdivision. Dimensions are expressed in feet or meters and decimals of a foot. or meter.
- \_\_\_\_\_ Adjacent subdivision name(s), adjacent parcel owner name(s) and tax identification number(s), and side boundary lines of adjoining lots and parcels and county boundary line if applicable. Existing zoning boundaries on the property and adjacent property.
- \_\_\_\_\_ Location, width, state route numbers and names of all existing and platted streets, alleys, and other rights of way and existing onsite and offsite easements, buildings, bridges, on or adjacent to the tract and other pertinent data as determined by the director of planning.
- \_\_\_\_\_ Layout, and width, of all proposed lots, streets with centerline curve data alleys, sidewalks, offsite easements for wastewater water lines and stormwater intended to serve the property. All lots shown shall be buildable lots, this may require a building envelope to be shown.
- \_\_\_\_\_ The layout and size of the existing and proposed wastewater, water mains, and existing stormsewers/ culverts, and other underground structures within the tract or immediately adjacent thereto. Water and wastewater connections are graphically shown where feasible, otherwise a note indicating the approximate distance and contract number of the existing water / wastewater line(s). Water and wastewater lines shown are not located within any stormwater management or best management plan facility.
- \_\_\_\_\_ Approximate dimensions of lots and sequential lot numbers.
- \_\_\_\_\_ Proposed front building setback lines on lots where the minimum lot width is not met at the minimum setback line.
- \_\_\_\_\_ Labeled contours at vertical intervals of not more than five (5) feet or one meter and at more frequent intervals if required by the director of planning for land with flat topography. Labeling shall occur at ten (10) foot vertical interval ( or closest metric equivalent). Source of topography and mean sea level datum shall be stated on the plat. USGS quadrangle sheets shall not be an acceptable source.
- \_\_\_\_\_ All existing USGS or county control monuments for surveying purposes located on the property.
- \_\_\_\_\_ The limits of established watercourses, drainage ditches, manmade open channels, floodplains, preliminary wetland boundaries, conservation areas, RPAs, RMAs, and approximate location and surface area of BMP's.
- \_\_\_\_\_ Chesapeake Bay preservation areas described in chapter 19.
- \_\_\_\_\_ All street names per county ordinance.
- \_\_\_\_\_ The location and approximate size of any cemeteries, grave, object or structure marking a place of burial.
- \_\_\_\_\_ Recorded sections depicting the actual recorded layout with recordation dates and state route numbers on streets are clearly shown for tentative renewals, amended or substitute plats.

The following additional documents are attached to the submission as applicable.

- \_\_\_\_\_ Subdividers seeking tentative approval for a subdivision in phases, or proposing a development that contains mixed uses although all uses may be residential in nature, or if required by zoning shall submit an overall conceptual subdivision plan, with the portion of the plan covered by the tentative plat outlined. The overall conceptual subdivision plan has been updated to reflect previously approved layouts and will be submitted with each initial tentative, tentative renewal, amended or substitute tentative plat submission.
- \_\_\_\_\_ Special Limited Power of Attorney only for nonowner/ developer submissions. ( Initial submission only)
- \_\_\_\_\_ A computer simulated flow test for the proposed public water system shall accompany the initial tentative plat submittal. The test location should be the most critical point within the proposed subdivision with the results of the flow test indicating whether or not fire protection can be achieved for the entire development. ( Demand of one thousand (1000) gallons per minute with twenty (20) P.S.I. residual pressure. )
- \_\_\_\_\_ Chesapeake Bay Protection Act plan and calculations.
- \_\_\_\_\_ Letter from the appropriate regional planning district commission indicating approval of all street names.
- \_\_\_\_\_ Virginia Department of Transportation checklist shall accompany initial submission.



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**DEV. PLAN REVIEW  
PUBLIC HEARINGS AUDIO/VISUAL AIDS**

If you plan to present graphic or audio material to the Commission or Board at a public hearing, it is suggested that the material be provided in a form that is easily viewed by those watching on television as well as at the meeting. We offer the following suggestions:

- If you plan to bring a videotape or Power Point presentation, contact Greg Allen at 748-1072 or David Hainley at 748-1967 in the Planning Department a few days prior to the public hearing to make arrangements.
- Prior to the beginning of the public hearing, advise a staff member that you will be presenting audio/visual information.
- Do not bring materials mounted on large boards.
- Provide twenty (20) 8½ X 11 copies to the Administrative Secretary for distribution to individual members and to display on an opaque projector.
- Remember that typed information may be difficult to read, so make the font large and dark.
- 35mm slides should be mounted in a Kodak slide carousel. If you do not have a carousel, contact the Planning Department for assistance.

If you have any questions, please contact a staff member prior to the public hearing.